

DEPARTMENT OF EXCISE AND TAXATION, U.T., CHANDIGARH
PUBLIC APPOINTMENTS
Recruitment of Excise and Taxation Inspectors

Applications are invited from eligible candidates for the recruitment of 5 posts of Excise & Taxation Inspectors (Group C) in the Excise and Taxation Department, U.T., Chandigarh, as per the Performa appended below. The other details are given as under:-

1. **Number of Posts** : 5 (Four for General & One for OBC Category)
2. **Scale of Pay** :
The Scale of Pay will be Rs.5480-160-5800-200-7000-220-8100-275-8925 plus usual allowances.
3. **Qualifications** : (As on 1/01/2009)
 - a. Candidate should be a graduate in any discipline from a recognized University or institution or its equivalent. Candidates with graduation in Commerce will be preferred..
 - b. Candidate should possess at least 120 hours course with working experience in the use of Personal Computers or Information Technology in Office Productivity applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution which is ISO 9001 certified.

OR

A computer Information Technology Course equivalent to 'O' level certificate of DOEACC of Govt. of India.

The candidate should possess the above-mentioned qualifications on or before the last date of receipt of applications. Candidates not possessing the essential qualification shall not be considered.

4. **Age Limit** :
Between 18 and 25 years for General Category and 18 to 28 years for OBC candidates as on 01/01/2009 (Relaxable for Govt. Servants in accordance with the instructions issued by the Chandigarh Administration from time to time.
Govt. servants must send advance copies of their applications in the prescribed form along with requisite fee and copies of certificates by the prescribed date. However, they will be considered for selection only if

their applications through proper channel are received or “No Objection Certificate” from the department concerned is furnished at any time before the selection process.

5. Reservation :

Reservation shall be as per the policy/instructions of the Chandigarh Administration.

6. Selection Procedure :

Selection will be based on written examination only. There will not be any interview. The merit will be prepared on the basis of this written examination only. The question paper will be provided in English and it will have 150 questions, each carrying one mark, as per the details given below:-

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|----------------------------------------------------------|---|---------------|
| a. General English | – | 25 questions. |
| b. General Knowledge | – | 25 questions. |
| c. Mental Ability | – | 50 questions |
| d. Mathematical skills (with Matric as Difficulty level) | – | 50 questions. |

7. Examination Centers :

The examination will be conducted in the U.T., Chandigarh.

* The examination will be held tentatively in the month of March, 2009.

- 8. Fee :** (a) General Category : Rs. 450/-
(b) OBC Category : Rs. 300/-

The requisite fee should be in the shape of crossed bank draft/pay order/ bankers' cheque in favour of Excise and Taxation Commissioner, U.T., Chandigarh, payable at Chandigarh. Candidate should write name and address on the back side of bank draft/pay order/bankers' cheque.

9. How to Apply :

- a. The completed application form should be sent by Registered post/courier/by hand to the Excise & Taxation Commissioner, U.T., Chandigarh. **The last date for submission of application shall be the 4th March, 2009 before 5.00 PM in the office of the Excise & Taxation Commissioner, U.T., Chandigarh.** No application shall be entertained after this date and time. On the top of the envelope, containing the application form, “Application for the post

of Excise and Taxation Inspector” should be written in bold letters. The department will not be responsible for any postal delay.

- b. Three recent (not earlier than three months from the date of application) colour passport size photographs with clear front view of the candidate without cap and sunglasses should be sent alongwith the application form. Two photographs should be pasted on the application form in the space provided. Xerox copy of photographs is not permitted.

The candidates can send their applications either on a neatly typed Performa (as per specimen appended with this advertisement) or the Performa downloaded from the department’s website: www.chandigarh.nic.in/dept-excise.htm

10. The Excise and Taxation Commissioner, U.T., Chandigarh reserves the right to modify or withdraw this recruitment notice, without assigning any reason.
11. No Traveling allowance would be admissible for appearing in the test.
12. Mere issue of admit card will not entitle the candidate to be eligible for appointment after the declaration of written examination.
13. Successful candidates in the written examination shall produce their original certificates/testimonials in person as and when required by the Excise and Taxation Department.
14. It is clarified that, if any information/certificates/documents is found false at any stage, the candidate shall be liable for disqualification and prosecution.
15. The incomplete application forms in any respect shall liable to be rejected.
16. The candidates can also log on to Administration’s website: www.chandigarh.gov.in what’s New Section, for details.

R. K. Rao, IAS
Excise & Taxation Commissioner,
U.T., Chandigarh.